

ANNOUNCEMENT NUMBER: Y-15-0004

OPEN TO: All Interested Candidates

POSITION: Security Liaison Specialist, 5100851, FSN-8, FP-6*

OPENING DATE: April 06, 2015

CLOSING DATE: April 17, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident: FSN-8 (basic salary RUB 782,582 + meal allowance RUB 29,952 + bonus 1/12 of the basic salary - starting salary per year before tax)

AEFM/MOH/NOR: FP-6 (position grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED PERMANENT RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

All applications and résumés must be in English. Applications received in any other language will not be considered.

The U.S. Consulate in Yekaterinburg is seeking an individual for position of Security Liaison Specialist in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

Serves as post's primary Locally Employed Staff (LES) liaison with local law enforcement and host nation security services. Conducts security surveys, LES background investigations and other research assigned by the RSO. Conducts Consular fraud investigations. Monitors political/terrorist/crime environment and notifies RSO of potential impact on the security of the Consulate employees or American citizens. Provides 24/7 response and advises RSO on courses of action during emergent situations. Serves as alternate guard supervisor, in the absence of the Guard Supervisor. Assists with security for VIP visits.

A copy of the complete position description listing all duties and responsibilities is available in the HR Office. Please send your request to the email address: yekaterinburghr@state.gov

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Two years of university studies is required.
2. Three years of relevant experience in security, law enforcement, or legal field is required. Prior work should reflect progressively responsible experience in investigative work with a military, police, private, or U.S. Government organization.
3. Minimum Level III (good working knowledge) of English is required (will be tested). Level IV (fluent knowledge) of Russian is required.
4. Familiarity with investigative techniques, physical security, and guard service operations is required. Extensive knowledge of Russian Laws and familiarity with researching local laws (both criminal and civil), administrative regulations, statutes and guidelines is required.
5. Must have the ability to develop and maintain an extensive range of contacts outside the Consulate. Initiative and resourcefulness in obtaining evidence and sound judgment in evaluating evidence is required.
6. Ability to draft reports in acceptable English and be able to perform interviews in Russian and English is required. Discretion in the treatment of privileged information, bearing and professionalism when representing U.S. Diplomatic interests with host nation official is required.

Due to the high volume of applications, only qualified applicants will be contacted by the HR Office.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-0174); **and/or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

Fax: 7-495-728 5244; Email: yekaterinburghr@state.gov

The preferred way of receiving resumes is via email.

CLOSING DATE FOR THIS POSITION: April 17, 2015

The U.S. Mission in Russian provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Vacancy Announcement approved by Andrew Wiener (HRO)



Page 3 of Vacancy Announcement Number Y-15-0004